

*Providing Business Solutions
for Idaho State Government*

Pam Ahrens, Director
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adm.idaho.gov

Administrative Rules: Assures APA compliance in rule-making and publishes and provides centralized access to all agency rules. Provides training in the rulemaking, rule writing and legislative review processes. **Dennis Stevenson, 332-1822, dennis.stevenson@adm.idaho.gov**

Copy Center: Provides black and color copy and various binding services, advice and assistance in savings and quality in the procurement of printed material. **Val Petersen or Kay Martinson, 332-1941, val.petersen@adm.idaho.gov**

Design and Construction: Develops budgets, oversees architect/engineer selection, technical review of plans, supervises bidding process, administers construction projects for buildings, roofing and asbestos abatement programs. **Jan Frew, 332-1912, jan.frew@adm.idaho.gov**

Facilities Management: Provides statewide property management needs, environmental control and custodial and security services. Facilities Services staff also maintains Capitol Mall grounds and buildings, manages the Idaho Falls and Lewiston State Office Buildings, and administers Mall parking. **Ric Johnston, 332-1937, ric.johnston@adm.idaho.gov**

Facilities Leasing: Provides assistance in locating office space, statewide leasing analysis and lease preparation. **Linda Miller, 332-1929, linda.miller@adm.idaho.gov**

Federal Surplus Property: Assists US General Services in donation of property to state, local government, and eligible non-profit entities. **Bruce Hutchinson, 332-1629, bruce.hutchinson@adm.idaho.gov**

Group Insurance: Administers employee group insurance and wellness programs for state employees and retirees, including medical, dental, life, integrated behavioral health, and disability coverages. **Cynthia Ness, 332-1865, cynthia.ness@adm.idaho.gov**

Industrial Special Indemnity Fund: Adjudicates total and permanent disability claims/benefits, resulting from "second injury" in the workplace. **Ted Roper, 332-1836, ted.roper@adm.idaho.gov**

Information Technology Resource Management Council Staff: Provides research to support Council directives/policies to improve statewide use of information technologies for delivery of government services. **Rich Elwood, 332-1875, rich.elwood@adm.idaho.gov**

Network Services: Coordinates statewide data network including Internet access and technical maintenance of the state portal, **idaho.gov**. Manages interagency electronic mail, provides wide area, local area networks, web page development assistance and support to small agencies. **Admin Help Desk, 332-1850**

Postal Services: Picks up, delivers U.S. Mail, and air/ground express; presorts, folds, inserts certified and registered mail, bar-codes and provides metering services. **Kathy Uhling, 332-1950, kathy.uhling@adm.idaho.gov**

Public Safety Communications Services: Designs, installs, and maintains the state's public safety radio system, including microwave backbone and equipment facilities, repeaters, and end-user radios. **Lex Rutter, 288-4001, lex.rutter@adm.idaho.gov**

Purchasing: Provides training, support to agencies in purchasing requirements through lease/purchase of goods, services, parts, supplies, equipment. **Mark Little, 332-1611, mark.little@adm.idaho.gov**

Records Management: Provides record storage, file delivery, archival microfilming services; coordinates workshops regarding records management procedures; destroys outdated, nonessential records. **Duane Bogstie, 332-1618, duane.bogstie@adm.idaho.gov**

Risk Management: Provides placement and maintenance of property/casualty insurance and self-funded coverage for state agencies; administers claims; assists agencies with safety/loss control issues. **Kit Coffin, 332-1871, kit.coffin@adm.idaho.gov**

Telephone Services: Installs/configures telephone lines, systems and services. Administers service contracts, statewide long distance, and calling cards, 800 inWATS, audio conferencing, payphones, cellular. **Cheryl Dearborn, 332-1845, cheryl.dearborn@adm.idaho.gov**

Agency Energy Conservation: Capitol Mall Energy Savings Performance Contract, **Jim Szatkowski, 332-1905, jim.szatkowski@adm.idaho.gov** (4/06)